



DEPARTMENT OF THE ARMY
US ARMY TRANSPORTATION SCHOOL
MARITIME & INTERMODAL TRAINING DEPARTMENT
461 KERR ROAD
FORT EUSTIS, VIRGINIA 23604-5458

REPLY TO
ATTENTION OF:

ATSP-TDM

27 October 2010

SUBJECT: Cargo Specialist 822-88H30 Advanced Leaders Course Students

1. WELCOME - On behalf of the US Army Transportation School, Congratulations on your selection to attend the Cargo Specialist ALC 822-88H30-C45 Course, and welcome to Fort Eustis.
2. INTRODUCTION - This is a phased course. The 822-88H30 (ALC) course consists of two phases. Phase I (one) consists of 33 hours of non-resident distributed learning (dL) intended to train selected learning objectives. To complete the remaining learning objectives, the student must attend a subsequent resident Phase II (two) consisting of Operation of the Hagglund Crane, Cargo Operations (Rail and Air), Rough Terrain Container Handler / RTCH Simulator, Warrior lessons, Squad leader responsibilities, and to include Operational Environment Lessons Learned, Ethical Decision Making, Sexual Harassment/Assault Prevention and Composite Risk Management.

This Distributed Learning (dL) portion of this course is 33 academic hours or 3 days of interactive multimedia instruction (IMI) and available via ATSC on-line website/CD-ROM format. The dL course requirement must be completed and evaluated prior to the student's arrival to the resident portion of the course.

The USASMA developed Common Core dL training must also be completed to be considered a course graduate. This material may be completed before, during, or after any Phase of this course.

Phase Scope:

This phase is required training for the Active component 822-88H30 (ALC) and must be completed prior to issuing of the Certificate of Completion or DA form 1059. The focus of this phase is to train specific technical and tactical lessons in the course that does require the availability of resident instructors and equipment to complete the individual task lessons. This course phase will include mandatory Composite Risk Management (CRM) training. The CRM for Operational Leaders and Planners course (dL) is available through the Combat Readiness University at the US Army Combat Readiness Center website <https://crc.army.mil>.

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How to access the 822-88H30-C45 (dL) Course on the ALMS:

The Distributed Learning Phase I portion of the Advanced Leaders Course (ALC) must be completed prior to arrival at the assigned resident school for Phase II. The technical (dL) lessons can be completed at home on a personal computer, in a DTF facility, or classroom XXI environment. It is required that each AC or RC student attending the resident Phase II show proof of completion of the dL Phase I upon arrival at Phase II. The technical lessons are located on the Army Learning Management System (ALMS) website which is accessed via the Army Knowledge Online (AKO) website at <https://www.us.army.mil>.

Step 1. Go to the “Self-Service” tab located on the menu bar. Select “My Training” from the drop-down menu. Then click on the ALMS link or logo to open the ALMS. Once in the ALMS, go to the “Training” tab and locate the “Current Enrollment” tab. Click on “Current Enrollment”, the “My Enrollment” menu will appear. Select the Cargo Specialist Advanced Leaders Course to “Start” the (dL) training.

Step 2. It is recommended to view the “Letter of Instruction” for details about launching the course and to learn other features within the ALMS.

3. LOCATION – The class will meet together in Building 839, Levy Street at 0830 on the first day of class.

4. TRAVEL TO FORT EUSTIS - Fort Eustis is easily accessible by plane, bus, or Privately Owned vehicle (POV). If traveling by plane, be sure your reservations are to the Newport News/Williamsburg Airport, or to Norfolk International Airport. You must obtain transportation from the airport. Taxis and limousines are available. Remember, you must keep receipts for all expenses to file for government reimbursement. If traveling by bus, the Greyhound line has a bus terminal at 14407 Warwick Blvd, Newport News, VA 23608 outside Fort Eustis; taxis are available for transportation to Fort Eustis from there. If traveling by POV, the military police stop each vehicle and ask for identification (always carry your ID card, copy of your orders, proof of insurance and registration while on post).

5. WHERE TO REPORT – If you are reporting on Sunday or after duty hours, proceed to the *General Smalls Inn located at 1700 Madison Ave. Ft. Eustis VA 23604 (757) 878-5807*. If an emergency arises that will delay your arrival contact 2ND Staff and Faculty Company during duty hours, Monday through Friday 0800-1700, at (757) 878-1371/1358/5592. If you are calling during non-duty hours contact Post Staff Duty Located in Building #210 (757) 878-5050

6. IN-PROCESSING – In-processing will begin on the 1st business day after you report in. Report to 2ND Staff & Faculty Company Located at *BLDG# 650 Monroe Ave* across from the 7TH SB DFAC at 0600 in the Improved Physical Fitness Uniform (IPFU). If winter PT uniform is

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worn, shorts and T-shirt underneath pants and jacket are mandatory for the weigh in. Bring five copies of your orders for in-processing. Ensure you bring a copy of your *DEPARTMENT OF THE ARMY MEDICAL RECORDS* with you. All Soldiers need to ensure their physical is current within one year before applying for original or renewal *DA form 7434 Application for US Army Marine Certification*. If it has been longer than *12 months* since your last physical, then you will have to complete the Periodic Health Assessment prior to being allowed to apply for a new United States Army Marine License (USAML).

7. BILLETING – Soldiers arriving to Fort Eustis in a TDY status are required to reside at the Fort Eustis Lodging, General Smalls Inn, *1700 Madison Avenue, Fort Eustis, VA, (757) 878-5807* for room assignments. The General Smalls Inn rooms come complete with a queen size bed, refrigerator, microwave, coffeepot, iron and housekeeping. It is highly encouraged that all students call ahead for reservations, as space is limited. To check in you will be required to have a copy of your orders and your ID card. Students can check on per diem rates at <http://www.dfas.mil/>

8. HOUSING – Balfour Beatty Communities is located at 126 Madison Avenue, Fort Eustis, VA 23604. Monday - Friday, 7:30 a.m. to 4:30 p.m. 757-369-8326. Students that are PCS'ing must proceed to building 601 for information on housing both on and off post. If you are PCS'ing to Fort Eustis from another service and/or installation, you should report a minimum of 3 to 4 duty days prior to the course. www.fteustishomes.com

9. ON POST TRANSPORTATION - Government transportation is not available to or from off-post hotels to the classrooms at Fort Eustis. Students usually ride with other students driving POV's or rental cars. Before you report, check your orders to see if you are authorized a POV or rental car. ARNG students or students on AT orders should consider getting them amended before reporting. Local taxi cab service is provided on post as well as public bus service. Below are links for some of these services. <http://www.orangecabco.com> <http://www.gohrt.com>

10. UNIFORM AND APPEARANCE - Students must maintain a neat, orderly appearance at all times and conform to the haircut standards outlined in AR 670-1. The uniform will be worn as prescribed in AR 670-1. The Army Combat Uniform (ACU) is the prescribed uniform while attending class and the Class A uniform or Army Service Uniform (ASU) is *required* for all graduations. *Students need to bring approved coveralls with steel toe boots.*

11. PHYSICAL TRAINING POLICY - Physical training and readiness are essential to all Soldiers and are one of the cornerstones of all military training. Soldiers should participate in a training program prior to arriving at Fort Eustis. Classes will plan and conduct organized physical training Monday thru Friday from 0600 – 0710 at Anderson Field House across from

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Church's Chicken, 671 Tyler Ave. The Army Physical Fitness Test will be conducted upon arrival in accordance with the Student Evaluation Plan for your class.

12. EMERGENCY TELEPHONE NUMBERS - During your stay here, calls during duty hours should be directed to 2ND Staff & Faculty Company Monday through Friday, 0800-1700, at (757) 878-1371/1358/5592. After duty hours, calls should be directed to Post Staff Duty (757) 878-5050

13. MAIL ROSTER - If you would like to receive mail while in school, you will need to fill out the mail roster provided to the class leader. If you plan on being paid for per diem while here, you will want to submit your name on the mail roster so the mail clerk is aware that you are here. The class leader will submit the mail roster to their primary Instructor. Each student is responsible for picking up his/her mail. If you use the mailroom, ensure that you clear the mailroom before departing this installation. You will need to fill out a mail card (DA Form 3955) to forward your mail.

SAMPLE MAILING ADDRESS:

Rank / Full name

88L, K, H, P, T, U 20 /30/40/A1/A2 + Class Number

Maritime & Intermodal Training Department

461 Kerr Road

Fort Eustis, VA 23604-5458

The mail will be delivered to Building 461, Operating hours will be Monday-Friday, 1330-1600. Instructors will deliver any mail that arrives to all students while in class.

14. SICK CALL – There is no such thing as sick call anymore. All students are required to call the Hampton Roads appointment line to make appointments to see a care provider. The appointment line number is (1-866-645-4584). All E-6 and below will make appointments to see their care provider at TMC-2, located at BLDG# 815 Gaffney Place. All E-7 and above will make appointments to see their care provider at McDonald Army Health Center, located at 576 Jefferson Avenue, Ft Eustis.

15. LEAVE DUE TO BONIFIED EMERGENCY - Leave is only granted through Red Cross notification. If you desire to take leave, your instructor and the 2ND Staff & Faculty Company Commander must approve it during duty hours.

16. POINTS OF CONTACT FOR FURTHER INFORMATION:

Cargo Handling Division: (757)-878-6411/6412/6412/6418

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17. CLOSING - The 822-88H30 (ALC) course is a challenging course. There is no time during the course to set up a household; this should be done prior to the course start date. Keep in mind that there is much to learn. Be flexible! The key to success is ATTENTION TO DETAIL. Graduations are scheduled normally for 1000 hours on the specified date. Do not plan airline or travel accommodations earlier than 1500 hours on graduation day. We look forward to seeing you soon.